

LABORER-ELECTRICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2240	Laborer-Electrician/*Electrician Lamper	15	170	6 mo.	09/11/95
1725	Laborer-Electrician Foreman/*Electrician Lamper Foreman	15	170	6 mo.	09/11/95

Promotional Line: 111

Series Narrative

Employees in this series maintain various building lighting fixtures (such as incandescent, fluorescent, halogen, mercury vapor, metal halide, low pressure sodium, and high pressure sodium).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Laborer-Electrician/*Electrician Lamper **2240**

Employees at this level maintain various lighting fixtures, working under general supervision from a Laborer-Electrician Foreman or other designated supervisor. Lighting maintenance consists of cleaning and relamping the lighting system.

A Laborer-Electrician typically –

1. cleans luminaries and diffuser/lenses
2. replaces broken or damaged diffusers/lenses/filters
3. installs lamps, lamp starters, and new diffusers/lenses/filters
4. assists Electricians with equipment
5. maintains inventory and discards defective lamps
6. moves to various work sites on campus
7. complies with federal, state, and local energy conservation programs
8. performs other related duties as assigned

Level II: Laborer-Electrician Foreman/*Electrician Lamper Foreman **1725**

Employees at this level supervise the work of Laborer-Electricians, working under general supervision from a designated supervisor.

A Laborer-Electrician Foreman typically –

1. assigns, directs, and reviews the work of Laborer-Electricians
2. assures the maintenance of proper type and quantities of lamps, fixture parts, and diffusers/lenses to meet the needs of various assigned buildings
3. dispatches and coordinates repair and work orders
4. maintains job records (such as attendance, budget, and overtime)
5. approves time cards and other work records
6. performs staff training
7. evaluates lighting requests
8. moves to various work sites on campus
9. performs other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Laborer-Electrician/*Electrician Lamper

2240

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. valid driver's license if an essential function of the position

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. basic knowledge of lamp technology (such as having to properly match ballast and lamp)
2. ability to change and replace lamps, diffusers, and other related items using ladders, stepladders, lifts, and other related equipment
3. comfortable working off the ground
4. initiative and ability to work without direct supervision
5. ability to follow safety and work procedures
6. ability to learn and remain current in lamp technology

Level II: Laborer-Electrician Foreman/*Electrician Lamper Foreman 1725**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. five years of experience in laborer-electrician work
2. valid driver's license if an essential function of the position

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of lamp technology
2. thorough knowledge of materials, methods, and equipment used in lighting maintenance
3. knowledge of safety and work procedures
4. supervisory ability
5. clerical ability
6. ability to work effectively with facility customers
7. initiative and ability to remain current in lamp technology, equipment, and staff training

Laborer-Electrician/*Electrician Lamper	Revised
Laborer-Electrician Foreman/*Electrician Lamper Foreman	Revised

**Denotes Alternate Title for Class*